

Retention and Classification Report

Agency: Syracuse Arts Academy (Utah) (3470)

2893 West 1700 South
Syracuse, UT 84075
801-779-2066

Records Officer Emily Bejarano

27703	Accounts payable
28458	Personnel Records
28464	Purchasing records

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 27703

3

TITLE: Accounts payable

DATES: 2005-

ARRANGEMENT: numerical by check number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

AUTHORIZED: 05/11/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Fiscal

This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 27703

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 28458

3

TITLE: Personnel Records

DATES: 2006-

ARRANGEMENT: Alphabetical by employee's surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the personnel files for all certified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain 65 years after date of employment or 3 years after retirement or death

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

AUTHORIZED: 02/05/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of employment or until 3 years after retirement or death and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 28458

TITLE: Personnel Records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 28464

3

TITLE: Purchasing records

DATES: 2006-

ARRANGEMENT: Chronological by purchase order number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records authorize the purchase supplies or equipment. Information includes the name of requester, name of vendor, item, date ordered, delivery date, purchase order number, account charged, authorizing signature and related records.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 7, Item 7.

AUTHORIZED: 02/13/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 2 years after end of fiscal year and then destroy.

APPRAISAL:

Fiscal

AGENCY: Syracuse Arts Academy (Utah)

SERIES: 28464

TITLE: Purchasing records

(continued)

PRIMARY CLASSIFICATION:

Public